

ASPIRE Kids

Scope of Work Performance Requirements

July 1, 2014 – June 30, 2015

GRANTEE RESPONSIBILITIES

Granted programs will adhere to the following requirements:

1. Start Date

Funded programs may start on July 1, 2014 but must start no later than two weeks after school classes starting in the fall 2014.

2. End Date

Grant period ends **June 30, 2015**.

3. Service Population and Program Requirements

- a. Program must provide a regular, formally supervised program for elementary-age children a minimum of 10 hours per week. Formal supervision includes any time children are with a responsible adult.
 - i. If more than 50% of the programs children (ADA) are formally transported ten (10) miles or more (one way) per day to get to and/or from the program, this time can be included in the computation of number of program hours provided.
 - ii. Programs may be conducted after school, weekends, or any other time children are unsupervised. Funding is not for one time, summer only, or sporadic club activities.
- b. Program must operate a minimum 32 weeks during the school year. For this purpose, a week is defined as a minimum of two school days during a calendar week.
- c. Program must have a minimum of 15 children attending daily (Average Daily Attendance, ADA) and allow children to attend all hours of programming each week.
- d. Kindergarten children can only be included in ADA reporting when they are served during the same hours and in the same program/classroom as children in grades 1- 6.
- e. Programs are required to provide a combination of academic and enrichment activities. For example, having a 30/70 or 70/30 academic/enrichment activity split are both acceptable.
- f. Program must be open to all children in grades K - 6, regardless of race, religion, gender, political ideology, physical ability.
- g. Program must be open to entry level children and must not require pre-requisite classes for participation.

4. Prevention/Education Components

The program must include at least **three** prevention/education components utilizing appropriate curriculum and/or resources, from the following:

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| • Civic Engagement | • Physical Activity & Nutrition |
| • Education & Career Readiness | • Positive Interpersonal Relationships |
| • Emotional Intelligence & Self-Concept | • Addiction Prevention |
| • Financial Literacy | • Youth Violence & Gang Prevention |

5. Parental/Guardian Involvement

The program design must include some parent/guardian involvement components.

6. Background Checks

Grantee must complete a background check on program employees. If volunteers are alone with children at any time, they are required to have a background check completed. Background checks shall be based on official records obtained by the Utah Bureau of Criminal Identification.

7. Computer Use

If the program utilizes computers, Grantee must install proper firewall software and internet filter software to prevent students from accessing inappropriate websites.

8. Grant Orientation Meeting

The organizations grant administrator and fiscal management staff must attend a 2-3 hour, in-person, grant orientation meeting (TBA).

9. Training

- a. Program site manager/coordinator must attend one half-day DWS quality program training related to the grant (TBA).
 - i. If the program site manager/coordinator changes during the grant year, the new site manager/coordinator will be responsible for completing the online grant training.
- b. Program site must provide documentation showing 20 hours of program-related training each year for every staff working 10 or more hours/week.

10. Consultation and Technical Assistance

Funded organizations must participate in direct consultation and technical assistance provided by staff or designee of DWS.

11. Program Quality

- a. Program site must annually meet the current standard of quality set by DWS as measured by the *Utah Afterschool Program Quality Assessment and Improvement Tool "Quality Tool"* <http://www.utahafterschool.org/quality>. Training on the *Quality Tool* will be provided at the grant orientation meeting and at the program manager/coordinator training.
- b. Funded programs must register with the *Utah Afterschool Network (UAN)* at www.utahafterschool.org.
- c. Funded organizations must register and/or update their afterschool program information in order to provide a resource for parents and for afterschool program data collection.
 - i. All programs must contact their local *Child Care Resource and Referral* agency by phone. Contact information for the appropriate referral agency can be found at: <http://careaboutchildcare.utah.gov/tr/indexProvider.cfm?fuseaction=contactinfo>

12. Matching Funds

- a. Programs must meet a 10% qualifying cash match requirement (see **Attachment E** for *Qualifying Cash Match Definitions*). These funds must remain in the organizations afterschool program. Information identifying the qualifying funds should be accessible at the programs administrative office for on-site review.
- b. Identified funds must be expended in FY14 (July 1, 2013—June 30, 2014) in the organizations afterschool program serving 5-12 year old children.

13. Expenditure/Cash Match Certification

The organization will provide a completed expenditure and certification form for the appropriate qualifying cash match being identified for elementary-age afterschool program prior to the annual grant/contract renewal. Forms will be provided by DWS in advance of the due date.

14. Reporting

Status and progress reports must be prepared according to DWS report guidelines. DWS will provide training on report format and content at the grant orientation meeting.

- a. Programs must provide two progress reports (mid-year and annual) per year as required by DWS.

- b. Program must complete the *Quality Tool* self-assessment using the Utah Afterschool Network's (UAN) data collection system. Participation is required annually. Program must participate in statewide afterschool data collection efforts as requested by DWS.
- c. Program must participate in statewide afterschool data collection efforts as requested by DWS.
- d. Program must organize an annual *Lights On Afterschool* event, and register their event on <http://www.afterschoolalliance.org/loaHostEvent.cfm>

15. Expense Reimbursement

- a. Programs shall submit requests for reimbursement of expenses using the reimbursement- invoice/billing template provided by DWS.
- b. Requests for reimbursement must be submitted no less than four times per grant year.
- c. DWS will strive to make timely payment. Turn-around-time for payment is generally 30 days but is affected by accuracy of invoice and approval by DWS Finance Division.
- d. All funds must be spent by the end of the grant contract term. Any funds not spent will remain with DWS. Unspent funds will not be carried over into the next contract year.
- e. Due to budget constraints, out-of-state travel for training/conferences will not be allowed at this time.

16. Allowable Costs

Allowable costs for this grant are specified in **Attachment F** – *Common Allowable/Unallowable Costs*.

17. Oversight

- a. Grantee must ensure proper administrative and accounting procedures are followed.
- b. Grantee may not subcontract to a single entity to administer the afterschool program.
 - i. The grantee must provide program administration. This includes and is not limited to:
 - Hiring and employing the site coordinator/director
 - Being responsible for program structure and development
 - Operating as the DWS grant contact
 - Providing DWS progress and financial reports
 - Marketing
 - Maintaining fiscal accountability
 - Program compliance and responsibility

DWS RESPONSIBILITIES

- 1. DWS will provide technical assistance for afterschool programs where appropriate.
- 2. DWS will review all invoiced expenditures for compliance with State and Federal requirements and will provide technical assistance when requested.
- 3. DWS will coordinate with contracted Out-of-School Time (OST) Specialists.
 - a. OST Specialists will monitor awarded programs for program quality utilizing the *Quality Tool*.
 - b. OST Specialists will provide technical assistance to programs when needed.

TERMS & CONDITIONS/SCOPE OF WORK

- 1. Grantee must perform all tasks as proposed in their RFG submission as referenced in their Grantee Application/Proposal and in accordance with **Attachment A** – *Scope of Work Performance Requirements*.
- 2. Grantee must comply with **Attachment F** – *Common Allowable/Unallowable Costs*
- 3. Grantee must comply with **Attachment D** – *Department of Workforce Services Grant Standard Special Terms and Conditions*

RENEWAL

This agreement may be renewed for one additional year subject to availability of funding, Grantee's qualifying cash match, and Grantee compliance with contract requirements. Prior to extending this contract for the third year and final year (July 1, 2014-June 30, 2015), specific forms and letters must be submitted as requested by DWS.